



STATE OF CALIFORNIA - ENVIRONMENTAL PROTECTION AGENCY

Pete Wilson,
Governor

DEPARTMENT OF TOXIC SUBSTANCES CONTROL

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M E M O R A N D U M

TO: Seniors and Above

**FROM: Jesse R. Huff
Director**

DATE: August 15, 1996

**SUBJECT: REVISED POLICY SUPERSEDES MEMORANDUM DATED
JANUARY 4, 1994, REGARDING CEQA DOCUMENTS - LEAD TIME
REQUIRED FOR POLICY AND ENVIRONMENTAL ANALYSIS SECTION
REVIEW**

In order for the Department of Toxic Substances Control (DTSC) to ensure procedural compliance with the California Environmental Quality Act (CEQA) and to ensure that DTSC is presenting appropriate CEQA products for public review, I am revising and clarifying the requirements in the above-captioned policy memorandum.

All of the following CEQA documents require Office of Environmental Analysis, Regulations and Audits (OPAEA) review and approval: 1) Initial Studies; 2) Negative Declarations; 3) Environmental Impact Reports; 4) Notices of Exemption; 5) Notices of Determinations; and 6) Notices of Completion. All CEQA documents must be submitted to OPAEA for a minimum of a fifteen (15) working day review period. The project manager is responsible for allowing adequate time following this review period to address OPAEA comments prior to distribution of the documents to the State Clearinghouse and the planned beginning of the public review period.

This fifteen (15) day time frame has been established as a minimum, however, the specified CEQA documents should be submitted to OPAEA at the earliest possible date. Project managers should plan to complete the Initial Study process early within the project review schedule.

Seniors and Above
August 15, 1996
Page 2

If an unavoidable or unanticipated situation arises requiring review of a CEQA document with less than fifteen (15) working day review period, OPAEA will make every effort to resolve the situation and adhere to the project schedule. However, the review of CEQA documents by OPAEA in less than fifteen (15) working days cannot be guaranteed. It is the responsibility of the project manager to ensure that sufficient review time is available either upon submission for initial review or resubmission to obtain final approval. The project manager shall order the delay of projects until approval of the CEQA documents by OPAEA has been obtained.

It is essential for all programs to maintain open and frequent communication on project schedules and status. Program managers should carefully coordinate with OPAEA in the development of work plans, planning of review schedules and other issues associated with their projects.

If you have any questions, please contact Rick Moss, Chief of OPAEA at (916) 324-0845.